

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110 029.

No.F.36-6/86-Estt.I-2014-15

Dated the:-

19 FEB 2016

CIRCULAR

**Subject:-**Appointment to the post Principal Library and Information Officer (No. of Posts: 1) in Pay Band-4 Rs.37400-67000 plus Grade Pay Rs. 8700/- on deputation (including short-term contract)/Absorption Basis General Central Service, Group 'A' Gazetted, Non-Ministrial-Reg.

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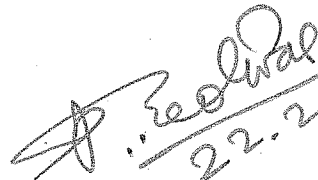
Please find enclosed herewith a letter No. A-12011/44/2011-ADM issued by Joint Director, LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE (LBSNAA), Department of Personnel & Training, Govt. of India for favour of vide circulation amongst staff working in their respective control.

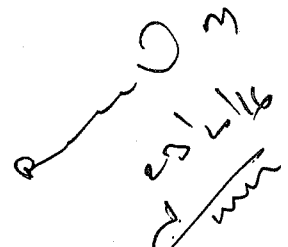
  
(CHAKRAVARTHY E.V.S.)  
ADMINISTRATIVE OFFICER-(DO)

Distribution:-

1. All Chief of Centres
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**C.C.:-** 1. PPS to Director & Chairman, Joint Consultative Machinery, AIIMS.  
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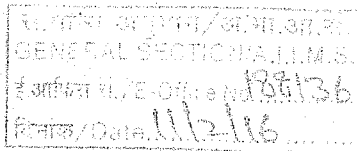
  
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15-2-16  
721  
I.I.M.S., New Delhi-110029

**No.A-12011/44/2011-ADM**  
**Government of India,**  
**Department of Personnel & Training,**  
**LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION,**  
**MUSSOORIE (LBSNAA)**

Applications are invited for appointment to the Post of Principal Library & Information Officer in Pay Band-4 Rs.37400-67000 plus Grade Pay Rs.8700 on deputation (including short-term contract)/Absorption basis. Eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. are as indicated below

<b>Name of the Post</b>	<b>: Principal Library and Information Officer (No. of posts: 1)</b>
<b>Pay Band &amp; Grade Pay</b>	<b>: Pay Band-4 Rs. 37400-67000 plus Grade Pay Rs. 8700</b>
<b>Method of recruitment</b>	<b>: Deputation(including short-term contract)/Absorption Basis</b>
<b>Classification of the post</b>	<b>: General Central Service, Group 'A', Gazetted, Non-Ministerial</b>

**Eligibility**

Officer of the Central Government/State Governments/Union territories//Universities/Recognised Research Institutions/ Public Sector Undertakings/Semi-Government/ Statutory or Autonomous Organisation:-

- a)(i) Holding analogous posts on a regular basis in the parent cadre/Department; or
- (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-3 Rs. 15600-39100+G.P. Rs. 7600 (Rs.12000-375-16500 pre-revised) or equivalent in the parent cadre/department; or
- (iii) With 10 years' service in the grade rendered after appointment thereto on a regular basis in the scale of PB-3 Rs. 15600-39100 + G.P. Rs. 6600 (Rs. 10000-325-15200 pre-revised) or equivalent in the parent cadre/department; and
- (iv) Possessing the educational qualifications and experience as given below:

**Essential Qualifications**

- (i) Master's Degree from a recognized University or equivalent.
- (ii) Master's Degree in Library Science of a recognized university/Institute or equivalent .
- (iii) 12 years' experience in a Library of standing e.g. National Library/Library of a University or Government College or Govt. aided College or institution of National Importance e.g. National Archives, State Archives, Sahitya Academy, etc.

**DESIRABLE :**

Five years Experience in computerisation/modernisation of a Library of standing, as mentioned in the essential qualifications as above.

Note 1. Qualifications are relaxable at the discretion of the UPSC in case of candidates otherwise well qualified.

Note 2. The qualification(s) regarding experience is/are relaxable at the discretion of the UPSC in the case of candidates belonging to the SC and ST, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

ES/II  
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Mr. Mahaboob  
Pls Circulate  
12/2/16



**Duties and responsibilities of the post include:**

Managing the affairs of the Library including overall supervision. Organizing Library Review & Development Committee meeting for the constant development of Library material and services. Coordinating the activities of the Library. Providing best services to the users of Library by using latest techniques of Information Technology. Procurement of books of technical and administrative support. Guiding and helping staff for secretarial assistant.

**Age Limit:**

The maximum age limit for appointment by deputation (including short-term contract)/ absorption shall be not exceeding 56 years as on the closing date of receipt of applications for all the above mentioned posts.

**Period:**

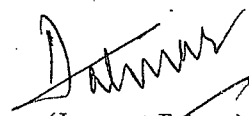
Period of deputation / contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

**Note:** Only Officers belonging to Central/State Government/Union territories are eligible to be considered for appointment on absorption

Willing candidates are required to submit their applications in triplicate in the prescribed proforma along with Integrity Certificate, Cadre Clearance, Vigilance Clearance, Major/Minor Penalty imposed during the last 10 years in original duly signed by the competent authority and the complete and upto-date ACR dossiers (or photocopies of ACRs for the last 5 years duly attested on each page by Group "A" Gazetted Officer) of the officer who would be spared in the event of his/her selection may be sent to this office within 60 days from the date of publication in the Employment News paper. Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered.

**Note** The details of the vacancy along with prescribed form are available on the LBSNAA Website <http://www.lbsnaa.gov.in>

The Director  
All India Institute of Medical  
Science,  
Ansari Nagar,  
**New Delhi-110016**

  
(Jaspreet Talwar)  
Joint Director



सं. A 12011/44/2011-एडीएम

भारत सरकार

कार्मिक एवं प्रशिक्षण विभाग,

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी,

मसूरी

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में प्रधान पुस्तकालय एवं सूचना अधिकारी के पद के लिए पे बैंड - 4 वेतनमान रुपए 37400-67000/- तथा ग्रेड पे रुपए 8700/- में नियुक्ति हेतु आवेदन पत्र आमंत्रित किए जाते हैं। यह पद प्रतिनियुक्ति (अल्पकालिक संविदा सहित)/आमेलन आधार पर भरा जाना है। पद हेतु पात्रता शर्तें जैसे - योग्यता तथा अनुभव, प्रतिनियुक्ति की अवधि तथा कार्य आदि का ब्योरा निम्नवत है।

पद का नाम	:	प्रधान पुस्तकालय एवं सूचना अधिकारी
पदों की संख्या	:	एक पद
पे बैंड एवं ग्रेड पे	:	पे बैंड-4 वेतनमान रुपए 37400-67000/- + ग्रेड पे रुपए 8700/-

#### योग्यता

केंद्र सरकार/राज्य सरकार/केंद्र शासित प्रदेश/विश्वविद्यालय/ मान्यता प्राप्त अनुसंधान संस्थान / सार्वजनिक क्षेत्र के उपक्रम/अर्ध शासकीय/ सांविधिक या स्वायत्त संगठन :-

क) (i) मूल संवर्ग/ विभाग में नियमित आधार पर समान पद पर कार्य किया हो या

(ii) पे बैंड-3, रुपए 15600-39100 + ग्रेड पे रुपए 7600/- (रुपए 12000-375-16500 संशोधन पूर्व) के वेतनमान में नियमित आधार पर नियुक्ति के बाद उस ग्रेड पे में पाँच वर्ष की सेवा की हो या मूल संवर्ग या विभाग में समतुल्य पद पर कार्य किया हो या

(iii) पे बैंड-3, रुपए 15600-39100 + ग्रेड पे रुपए 6600/- (रुपए 10000-325-15200 संशोधन पूर्व) के वेतनमान में नियमित आधार पर नियुक्ति के बाद उस ग्रेड पे में दस वर्ष की सेवा की हो या मूल संवर्ग या विभाग में समतुल्य पद पर कार्य किया हो

तथा

(iv) नीचे दी गयी शैक्षिक योग्यता तथा अनुभव प्राप्त हो :

#### आवश्यक अर्हताएँ

(i) मान्यता प्राप्त विश्वविद्यालय से स्नातकोत्तर डिग्री या इसके समतुल्य।

(ii) मान्यता प्राप्त विश्वविद्यालय/संस्थान से पुस्तकालय विज्ञान में स्नातकोत्तर डिग्री या इसके समतुल्य।

(iii) प्रतिष्ठित पुस्तकालय जैसे राष्ट्रीय पुस्तकालय / विश्वविद्यालय पुस्तकालय या सरकारी कॉलेज या सरकारी सहायता प्राप्त कॉलेज या महत्वपूर्ण राष्ट्रीय संस्थान जैसे राष्ट्रीय अभिलेखागार, राज्य अभिलेखागार, साहित्य अकादमी, आदि में 12 वर्ष का अनुभव प्राप्त हो।



### यांचनीय

उपयुक्त आवश्यक अर्हताओं में यथा उल्लिखित प्रातिष्ठित पुस्तकालय के कंप्यूटरीकरण / आधुनिकीकरण में पाँच वर्ष का अनुभव ।

### पद के कर्तव्य एवं दायित्व :


समग्र पर्यवेक्षण सहित पुस्तकालय के कार्यों को संचालित करना। पुस्तकालय सामग्री तथा सेवाओं के सतत बढ़ावा देने के लिए पुस्तकालय की समीक्षा करने एवम विकास समिति बैठक का आयोजन करना । सूचना प्रौद्योगिकी की नवीनतम तकनीकों के प्रयोग द्वारा पुस्तकालय के उपयोगकर्ताओं को श्रेष्ठ सेवाएँ प्रदान करना । तकनीकी तथा प्रशासनिक पुस्तकों की खरीद । दफ्तर में कार्यों की सहायता के लिए मार्गदर्शन करना तथा स्टाफ की सहायता करना ।

### आयु सीमा:

उरोक्त सभी पदों के लिए प्रतिनियुक्ति (अल्पावधि संविदा सहित) द्वारा नियुक्ति की अधिकतम आयु सीमा आवेदन पत्रों की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

इच्छुक अभ्यर्थियों को अपना आवेदन सत्यनिष्ठा प्रमाणपत्र, संवर्ग स्वीकृति, सतर्कता स्वीकृति, सक्षम अधिकारी द्वारा मूल रूप से यथाविधि हस्ताक्षरित पिछले 10 वर्षों के दौरान लगाई गई बड़ी/छोटी शास्ति तथा चयन हो जाने की स्थिति में कार्य मुक्त किए जाने वाले अधिकारी की पूर्ण एवं अद्यतन ए.सी.आर. (वार्षिक गोपनीय रिपोर्ट) डोजियर (समूह 'क' राजपत्रित अधिकारी द्वारा प्रत्येक पृष्ठ पर विधिवत अनुप्रमाणित पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्ट की प्रतियाँ) सहित निर्धारित प्रपत्र में तीन प्रतियों में इस विज्ञापन के रोजगार समाचार पत्र में प्रकाशन की तिथि से 60 दिनों के अंदर भेजना होगा। अंतिम तिथि के बाद या गोपनीय रिपोर्ट के बिना या गोपनीय रिपोर्ट की सत्यापित प्रतिलिपियों के बिना प्राप्त आवेदन पत्रों या अपूर्ण आवेदन पत्रों पर विचार नहीं किया जाएगा।

नोट : रिक्ति का ब्योरा निर्धारित आवेदन प्रपत्र सहित ला.ब.शा.रा.प्र.अ. की वेबसाइट (<http://www.lbsnaa.gov.in/>) पर उपलब्ध है।

  
(जसप्रीत तलवार)  
संयुक्त निदेशक



BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian Era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
<b>Essential</b>	<b>Essential</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>Desirable</b>	<b>Desirable</b>	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		



7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			



<b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
<b>13.</b> Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
<b>14. Total emoluments per month now drawn</b>		
Basis Pay in the PB	Grade Pay	Total Emoluments
<b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii)		



<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b>  The candidates are requested to indicate information with regard to;  (i) Research publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/ innovative measure involving official recognition vi) any other information.  (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#  (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_



7

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
**(Employer/ Cadre Controlling Authority with Seal)**